

# Retirement or DROP Application

For State Police

MEMBER'S NAME (LAST, FIRST, M.I.)	MEMBER ID OR SSN	DAYTIME TELEPHONE ( )
MAILING ADDRESS		DATE OF BIRTH
CITY, STATE, ZIP CODE		SEX FEMALE
Use this form to apply for a service retirement or the Deferred Retirement System. Before completing each of the following		
Section I: Retirement Information		
I wish to apply for a:  Deferred Retirement Option Plan Retirement - Complete Section II	I, IV, V, and VI.	
As the result of a divorce, I have an acceptable Eligible Domest divides my pension benefit. $\square$ NO $\square$ YES (Any EDRO		
Section II: Deferred Retirement Option	on Plan	
<ul> <li>To participate in the Deferred Retirement Option Plan (DROP), yo</li> <li>Be actively employed and have 25 or more years of credited se</li> <li>File this DROP application form between 30 and 90 days befor would cease being an active member of this retirement system.</li> </ul>	ervice under the State Police re your retirement effective o	Retirement System. late, which is the date you
DROP Participation Period: Begin Date (Retirement Effective D	Pate): Enc	d Date:
<b>Beneficiary Designation for the DROP Account.</b> If you wish to receive the balance of your DROP account at the time of your		
DROP ACCOUNT BENEFICIARY NAME	RELATIONSHIP TO MEMBE	R ☐ MALE ☐ FEMALE
ADDRESS, CITY, STATE, ZIP	SOCIAL SECURITY NUMBE	R BIRTH DATE
Applicant's Certification I certify I am retiring from active membership in the State Police Retirem am electing to participate in the Deferred Retirement Option Plan (DRO retirement at the end of my DROP participation period. Once ORS accept	P) for the time period designate	ed. I understand I will begin my
Applicant Signature:	Do	ate:
Section III: Retirement		
ORS must receive your completed application form at least 30 day effective date. Your <i>retirement effective date</i> is the first day of the mo	onth following your last day	on payroll with the State Police.
<b>Retirement Effective Date:</b> My retirement effective date is the first of		, 20
By my signature below, I certify I am a member of the State Police Retire, the Michigan State Police. I also authorize the selections made in the followed designation(s) for Electronic Funds Transfer. By using EFT, I authorize in error, either by adjusting the account(s) or withholding any future payare made.	owing Federal Income Tax With ORS to recover money electron	sholding Authorization and my cically deposited in my account(s)
Applicant Signature:	Do	ate:

R0732H (Rev. 7/2008)

Authority: 1986 P.A. 182, as amended

Name:											
SSN or Member ID:					0.00	–			EFFECTIVE DATE		
Address				5 <i></i>	ORS S				H	/	/
City			_	Retir	ement App	olicatio	n (continue	d)	VBR	/	/
State		Zip							DDR	/	/
Section	n V: Ir	nsura	nce	Optio	าร						
					s for eligibili n <b>Section D</b> .	ty detai	ils. Indicate be	low who is to l	oe covere	ed und	er your
A. Enrollm	ent Opt	ions (Y	ou mus	st compl	ete this se	ction.)					
You can sele	ect from e	either BC	CBSM or	an HMO	for your heal	th care	coverage. Plea	ise check the "e	enroll" b	ox for	the
								an. Indicate the	date wł	nen yo	u want
each insurar	nce to be	effective	e. Effectiv	ve dates a	re always the	first of	the month.				
	ENROLL D	_		TIVE DATE	l		, ,	WHO IS TO BE CO			
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НМО			/01	1/		ain and	enclose comp	leted HMO appl			
DENTAL PLAN			/01	1/	SELF		ELF & SPOUSE	SELF & CHILI	D(REN)	□FUI	LL FAMILY
VISION PLAN			/01	1/	SELF	□si	ELF & SPOUSE	SELF & CHILI	D(REN)	□FUI	LL FAMILY
Medicare in	formatio	n below	for anyo	ne covere	d by your ins Final Steps in	surance n the in	plan(s). <b>You</b> r	ndditional page nust submit prowhat proofs yo	roof(s) o ou need t	f age o	or ıde.
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Enrollee Nar	<b>ne</b> (Last, F	irst, Middl	e)		Social Secu		Hospital—Part A	Medical—Part B	Sex (M/F)		rth Date o/Day/Yr)
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APPLICANT'S SIGNATURE

HOME TELEPHONE NUMBER

DATE

Name:	 	 	 
SSN or Member ID:			

# ORS State Police Retirement Application (continued)

## Section VI: Federal Income Tax Withholding Authorization

Please complete all applicable boxes below. This authorization is effective with your first pension payment and will continue until you file a new form. If you do not complete this section, ORS must withhold federal income taxes as if you are married claiming three withholding allowances. If you need help with this section, use the *Federal Income Tax Withholding Authorization Worksheets* to determine your withholding. **Do NOT return the worksheets to ORS**.

1.	Check here if you do not want any federal income tax withheld from your monthly pension. (Do not complete lines 2, 3, or 4.)						
2.	Total number of allowances you are claiming for withholding from each monthly pension payment.     (You may also designate an additional dollar amount on line 4.)						
3.	What marital status do you want used for withholding? (Required) $\square$ Single $\square$ Married $\square$ Married, but withhold at high	her "Single" rate.					
4.	Dollar amount, if any, you want withheld from each pension payment <i>in addition to your standard withholding amount</i> . You cannot request <i>just</i> a flat dollar amount. You must enter a number (including 0) of allowances on line 2 first	\$					

## Section VII: Enrolling in EFT (Direct Deposit)

Record your Electronic Funds Transfer (EFT) (direct deposit) account information below. Enrolling in EFT provides you with added convenience and security for your pension payment.

By submitting this completed form, I authorize ORS to deposit my net monthly pension by EFT into the designated financial institution(s) and account(s). This authorization remains in effect until canceled by: a) me; b) my death or legal incapacity; c) the financial institution; or d) the state of Michigan.

#### **EFT Financial Institution and Account Designation**

You can have your pension payment sent electronically to one or two accounts, either at the same or different financial institutions. Provide all of the information requested below. Refer to the instructions if you have questions.

NAME OF FINANCIAL INSTITUTION #1	INSTITUTION'S TELEPHONE NUMBER ( )	
FINANCIAL INSTITUTION MAILING ADDRESS		CHECK ONLY ONE  CHECKING SAVINGS
CITY, STATE, ZIP		INSTITUTION #1 PENSION AMOUNT
BANK ROUTING NUMBER (CANNOT START WITH "5")	ACCOUNT NUMBER	
NAME OF FINANCIAL INSTITUTION #2 (If this is the same as Institution	#1, write "SAME" below.)	INSTITUTION'S TELEPHONE NUMBER ( )
FINANCIAL INSTITUTION MAILING ADDRESS		CHECK ONLY ONE  CHECKING SAVINGS
CITY, STATE, ZIP		INSTITUTION #2 PENSION AMOUNT
		Balance of Pension

## **Submitting Your Retirement Application**

You're almost done. Before you return your retirement application and required documents to ORS, go through the Final Steps section at the end of the instructions. Verify you have completed all parts of the application and you have the correct documents for proof of birth and proof of dependency where needed. Put your name and Member ID or the last four digits of your social security number on all attachments so we can identify they go with your application.

Package your application and documents together and send to: ORS, P.O. Box 30171, Lansing, MI 48909-7671.



## **Retirement Application Instructions**

## For Retiring State Police

Congratulations! You're ready to take the next step toward retirement by applying for your pension benefits. Read through these instructions and other recommended materials to familiarize yourself with all of the pension options and retirement benefits. Don't

rush through this process. Give yourself enough time to evaluate the different pension options and weigh the benefits of each. Remember you are making decisions that will affect you (and potentially your loved ones) for the rest of your life.

## The Application Process – An Overview

Familiarize yourself with the choices you will be making and the documents you will need to submit to complete this application. We encourage you to read through these instructions, along with the Retirement Guidelines book, the Health, Dental, Vision and Life Insurance Options information sheet (R0423GHB), and the Retiree Life Insurance Beneficiary Designation form found on our website at www.michigan.gov/orsmsp.

As you complete each section of this application, gather together the documents you will need to send in with this application. We accept photocopies for required documentation and proofs.

If you have any pending service credit purchases, these must be paid before your employment termination date in order to receive credit for retirement.

Thirty to ninety days before your retirement effective date, return your completed application and all required documentation and proofs to ORS. We will process your application and send an acknowledgement letter summarizing the selections in this application. It will also include a preliminary pension estimate.

If you decide to cancel your application, you must inform ORS in writing before your retirement effective date.

## Completing the Application

Proceed through each of the sections answering all applicable questions. Refer to the enclosed Retirement *Guidelines* book for more information where indicated.

Begin by providing your name and address, birth date, and any other information requested. Be sure to include

your information on each page of the application so if any pages get separated, we can identify which are yours. Mark the appropriate box for your sex and provide your telephone number in case we need to contact you by telephone.

#### **Section I. Retirement Information**

You have the option to apply for a full retirement or the Deferred Retirement Option Plan (DROP). Indicate the type of retirement you are applying for by checking the appropriate box.

**Retirement Eligibility.** You qualify for retirement at any age with 25 years of service as an enlisted officer. If you left state police prior to 25 years of service but have at least 10 years, you are eligible to collect a pension benefit at age 50.

Deferred Retirement Option Plan (DROP) Eligibility. You qualify for the DROP if you are eligible to apply for a full retirement but wish to extend your employment and defer your pension benefits for up to six years.

**Eligible Domestic Relations Order.** If you have an Eligible Domestic Relations Order (EDRO), which divides your pension benefit as the result of a divorce, be sure you have an acceptable copy on file with ORS.

## Section II. Deferred Retirement Option Plan (DROP)

Complete this section of the application only if you are applying for the DROP.

**DROP Participation Period**. Be sure that you indicate the time frame that you will be participating in the DROP program. Your begin date is actually your retirement effective date.

Beneficiary Designation. Indicate who will be your beneficiary. You can name only one beneficiary. Be sure to include all pertinent information.

Upon completing this section, see Section VII of the application for mailing instructions.





P.O. Box 30171

Lansing, MI 48909-7671



#### Retirement Application Instructions

For Retiring State Police

#### Section III. Retirement

Complete this section and the rest of the application *only* if you are applying for a service retirement. Be sure that you indicate your *retirement effective date*, the first day of

the month following your last day on payroll with the Department of State Police, and sign your name.

## **Section IV. Insurance Options**

The *Health, Dental, Vision, and Life Insurance Options* sheet (R0423GH) provides details about insurance eligibility. Additional information about effective dates of coverage and documents to be submitted with the retirement application to prove eligibility for enrolled dependents can be found under Continuing Your Insurance Benefits in the *Retirement Guidelines* booklet.

If you are considering a Health Maintenance Organization (HMO) for your health care provider, refer to the information on the back of the *Health*, *Dental*, *Vision*, *and Life Insurance Options* sheet (R0423GH) for contact information. If you decide to enroll in an HMO, contact the HMO directly for an application and send your completed HMO application with this retirement application. Be sure to mark the HMO "enroll" box under Enrollment Options to indicate you are sending a separate application and sign the Certification section on the bottom of the insurance options page. DO NOT return your application to the HMO.

**Note:** In 1986, federal law required mandatory Medicare coverage for state and local government employees even if they do not pay social security taxes. If you were hired (or rehired) after March 31, 1986, you may have mandatory Medicare coverage. However, the Social Security Administration is the final authority for determining your Medicare eligibility.

Coordination of Benefits. Your health, dental, and vision plans contain a *coordination of benefits (COB)* provision, which says you can't be reimbursed for more than the allowed cost of your care or service. If you or your dependents are covered under another group plan, the plans coordinate their reimbursement so that their combined payments don't exceed the allowed costs.

#### **Enrollment Data**

Complete all requested information for each person who will be covered under your insurance plans. If anyone is enrolled in Medicare, provide that person's Medicare card number and the effective dates of coverage for both Medicare Part A and Part B. Please send ORS a copy of the Medicare card for anyone who is under age 65.

#### Other Insurance Data

You must report any other insurance coverage you or your enrolled dependents have. Failure to report this coverage, including prescription drug coverage, will make you subject to loss of coverage and retroactive repayment of any claims paid by ORS.

If you enroll in one of these health insurance plans, it is your responsibility to notify ORS of any changes in your status or that of your family that may affect eligibility and/or coverage. You also authorize the administrator selected by ORS to obtain from providers of service, on a confidential basis, any records and other information relating to you and your covered dependents.

#### Life Insurance

Your state-sponsored life insurance continues for you and your dependents at no charge to you. Your coverage will be 25 percent of the amount of insurance you carry at the time you retire from state police employment; your dependents' policies are capped at \$1,000 each. If you are deferred, you are not eligible for life insurance.

If you want to update your beneficiary you can use miAccount on the ORS website, or you can download the *Retiree Life Insurance Beneficiary Designation* form from our website at **www.michigan.gov/orsmsp** and return your completed form with your application.

## Section V. Federal Income Tax Withholding Authorization

Your pension is exempt from Michigan and local income taxes but is subject to federal income tax, which will be withheld from your pension according to the instructions you provide in this section. The withholding you request will remain in effect until you file a new *Federal Income Tax Withholding Authorization* form (R0012X).

If you need help determining how many allowances you should claim or if you should withhold any additional amount, you can complete the worksheets found on the *Federal Income Tax Withholding Authorization Worksheets*. Transfer your answers to the withholding authorization section of this application. **Do NOT return the worksheets to ORS.** 

#### Retirement Application Instructions

For Retiring State Police

## Section VII. Enrolling in EFT (Direct Deposit)

Electronic Funds Transfer (EFT) provides you with ease and convenience. It eliminates mail delays and theft problems because no paper check is mailed. Your money will be available to you the same day the pension is payable. There is no fee for the EFT service, so the amount of your monthly pension will not be affected.

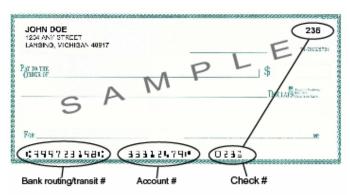
To use this service, your financial institution must be located in the United States or its territories. If you are living in a foreign country and do not have an account with a US financial institution, contact ORS.

You can select up to two different accounts to have your EFT deposited. The accounts can be at the same financial institution or at two different institutions. Complete ALL of the financial institution information requested and indicate whether the account is checking or savings. If you wish to split your pension payment between two accounts, record the dollar amount or percentage you wish to have deposited in the first account. The balance of your pension will be deposited into the second account.

#### Depositing to a checking account?

Looking at one of your checks, find the bank's routing number and your checking account number within the string of numbers at the bottom. (See the sample check.) Make sure you are looking at a check and NOT a deposit slip because the numbers may not be the same.

The first 9-digit sequence from the left is your bank routing number. It is always 9 digits. If this number begins with a "5" you will need to contact your financial



institution for a different number that can be used for EFT deposits.

The other number at the bottom—the one not matching the check number—is your account number. If the number includes zeros at the beginning or end, include them as part of your account number.

#### Depositing to a savings account?

You may need to enclose a blank deposit slip or contact your financial institution to get the bank routing number and verify your complete savings account number. Write both of these numbers in the appropriate boxes.

## Final Steps

Review each section of your application to make sure you've completed all required items and attached all necessary documentation. Following are some of the commonly missed areas you may want to double-check.

#### **Insurance Options**

You MUST mark to enroll or decline insurance coverage and sign the Certification section at the bottom.

#### **Enrolling in EFT (Direct Deposit)**

Complete all requested information for each financial institution and verify your account information is correct.

#### **Proofs Required for Insurance Coverage**

You must provide proof of eligibility for each of your enrolled dependents. See the Applying for Your Pension section in the *Retirement Guidelines* for specific details of what documentation is required to prove age, dependency, legal guardianship, school attendance, or disability.

#### Mail Your Application and Supporting Documents

Put your name and Member ID or the last four digits of your social security number on each supporting document. Send your complete package to:

ORS, P.O. Box 30171, Lansing, MI 48909-7671



## Federal Income Tax Withholding Authorization Worksheets

For Pension Recipients

#### What do I need to do?

- 1. Complete the Withholding Authorization section below. If you don't know how many allowances you can claim or if additional money should be withheld, use the optional worksheets below and on the reverse side.
- 2. After you complete the Withholding Authorization box below, transfer your answers to the Federal Income Tax Withholding Authorization section of your *Retirement Application*. Do not return this sheet to ORS.

Keep these worksheets for your records. The information you copy onto the *Retirement Application* will serve as your official withholding authorization, which will be reflected in your monthly pension payments. This authorization will remain in effect until you file a new *Federal Income Tax Withholding Authorization* (R0012X).

Check here if you do not want any federal income tax withheld from your monthly pension. (Do not complete lines 2, 3, or 4.)

## Withholding Authorization (Required)

Total number of allowances you are claiming for withholding from each monthly pension payment.  (You may also designate an additional dollar amount on line 4.)								
3.	What marital status do you want used for withholding? (Required) $\square$ Single $\square$ Married $\square$ Married, but withhold at higher	r "Single" rate.						
4.	Dollar amount, if any, you want withheld from each pension payment <i>in addition to your standard withholding amount</i> . You cannot request <i>just</i> a flat dollar amount. You must enter a number (including 0) of allowances on line 2 first	\$						
Т	Transfer the results of questions 1–4 to the Federal Income Tax Withholding Authorization section of your <i>Retirement Application</i> .  Do NOT return this worksheet with your <i>Retirement Application</i> . Keep it for your records.							
	Personal Allowances Worksheet (Optional)							
	te: Use this worksheet to determine how many allowances you can claim for withholding purposes. For the most up-to-date calcular formation, refer to IRS Publication 919.	ations and wage						
Α. Ι	Enter "1" for <b>yourself</b> if no one else can claim you as a dependent	A						
В. і	<ul> <li>You are single and have only one pension; or</li> <li>You are married, have only one pension, and your spouse has no income subject to withholding; or</li> <li>Your income from a second pension or a job, or your spouse's pension or wages (or the total of all) is \$1,500 or less.</li> </ul>	В						
	Enter "1" for your <b>spouse</b> . You may choose to enter "-0-" if you are married and your spouse has income subject to withholding or you have more than one source of income subject to withholding. (Entering "-0-" may help you avoid having too little tax withheld.)	c						
D. I	Enter number of <b>dependents</b> (other than your spouse or yourself) you will claim on your tax return	D						
<b>E</b> . 6	Enter "1" if you will file as head of household on your tax return.	E						
•	Child Tax Credit (including additional child tax credit):  If your total income will be less than \$58,000 (\$86,000 if married), enter "2" for each eligible child.  If your total income will be between \$58,000 and \$84,000 (\$86,000 and \$119,000 if married), enter "1" for each eligible child plus "1" additional if you have 4 or more eligible children.	F						
<b>G</b> . <i>i</i>	Add lines A through F and enter total here. This may be different from the number of exemptions you claim on your tax return	G						
	<ul> <li>For accuracy, complete all worksheets that apply.</li> <li>If you plan to itemize or claim adjustments to income and want to reduce your withholding, see the Deductions and Adjustments Worksheet on the back of this form.</li> <li>If you have more than one source of income subject to withholding or a spouse with income subject to withholding and your combined income from all sources exceeds \$40,000 (\$25,000 if married), see the Multiple Pensions/More-Than-One-Income Worksheet on the back to avoid having too little tax withheld.</li> <li>If neither of the above situations applies, stop here and enter the number from line G on line 2 above.</li> </ul>							







		De	eductions and	Adjustr	nents Workshe	et (Optic	onal)		
<b>No</b> up	te: Use this workshe- to-date calculations	et <b>only</b> if you and wage in	plan to itemize deduction nformation, refer to IRS	ns, claim cert Publication	ain credits, or claim adjus 919.	stments to inc	come on your	tax return. I	or the most
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3.		•	• .	•				3. \$	
4.	Enter an estimate of interest								
5.	Add lines 3 and 4 ar	nd enter the to	otal. (Include any credit a	mounts from	Worksheet 8 in IRS Pub.	919.)		5. \$	
6.	Enter an estimate of	your income	not subject to withholding	g (such as di	vidends or interest)			6. \$	
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					any fraction				
		-			rom the front of this form.				
					sions/More-Than-One-Ir			ŭ	
10	also enter this total of	on line 1 belo	w. Otherwise, <b>stop here</b>	and enter this	s total on the front of this	form, line 2.		10	
	N	1ultiple I	Pensions/More	-Than-	One-Income W	/orkshe	et (Optior	nal)	
ret	urn) have more than	one source o		olding (such	n, direct you here. This an as more than one pension S Publication 919.				
1.					above if you used the De			1	
2.	if you are married fili	ing jointly and	I the amount from the hig	hest paying p	pension or job and enter i pension or job is \$50,000	or less, do n	ot enter	2	
3.					er the result here (if zero,			3	
No ne	ote. If line 1 is less the cessary to avoid a ye	<b>an</b> line 2, ent ar-end tax bil	er "-0-" on the front of this I.	s form, line 2.	. Complete lines 4–9 belo	w to calculat	e the addition	al withholdii	ng amount
4.	Enter the number fro	om line 2 of th	nis worksheet			. 4			
5.	Enter the number fro	om line 1 of th	nis worksheet			. 5			
7.	Find the amount in <b>1</b>	Table 2 below	that applies to the <b>HIGH</b>	EST paving	pension or job and enter i	t here			
			• •		annual withholding need				
					ample, divide by 12 if you			σ. ψ	
٥.					litional amount to be with			9. \$	
		Tab	le 1			Tal	ble 2		
	Married Filing Jo	ointly	All Others		Married Filing Jo	intly		All Others	
	vages from <b>LOWEST</b> ving pension or job are:	Enter on line 2 above.	If wages from <b>LOWEST</b> paying pension or job are:	Enter on line 2 above.	If wages from <b>HIGHEST</b> paying pension or job are:	Enter on line 7 above	If wages from I paying pension		Enter on line 7 above
	\$0 - \$4,500 4,501 - 10,000 10,001 - 18,000 18,001 - 22,000 22,001 - 27,000 27,001 - 33,000 33,001 - 40,000 40,001 - 50,000 50,001 - 55,000 65,001 - 65,000 65,001 - 75,000 75,001 - 100,000 100,001 - 110,000 100,001 - 120,000	0 1 2 3 4 5 6 7 8 9 10 11 12 13 14	\$0 - \$6,500 6,501 - 12,000 12,001 - 20,000 20,001 - 27,000 27,001 - 35,000 35,001 - 50,000 50,001 - 65,000 65,001 - 80,000 80,001 - 95,000 95,001 - 120,000 120,001 and over	0 1 2 3 4 5 6 7 8 9	\$0 - \$65,000 65,001 - 120,000 120,001 - 180,000 180,001 - 310,000 310,001 and over	\$530 880 980 1,160 1,230	\$0 - 35,001 - 80,001 - 150,001 - 340,001	150,000 340,000	\$530 880 980 1,160 1,230